



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

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DEPARTMENT OF HEALTH SERVICES
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October 3, 2002

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M.D. *for TLG*
Director and Chief Medical Officer

SUBJECT: **LETTER OF AWARD FOR LOCAL ASSISTANCE FUNDING FOR
TUBERCULOSIS PREVENTION AND CONTROL DETERMINATION**

This is to advise you that we are exercising the delegated authority, authorized by the Board on March 6, 2001, to accept the attached letter of award from the California Department of Health Services, Tuberculosis Control Branch.

The attached letter of award will provide a Local Assistance Base Award of up to \$1,796,766 for the funding period July 1, 2002 through June 30, 2003. This local assistance funding will allow this Department's TB subvention program to continue providing TB surveillance and prevention as well as treatment and follow up at current levels.

If you have any questions or need additional information, please let me know.

TLG:ma

Attachment

c Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors



DIANA M. BONTÁ, R.N., Dr. P.H.
Director

State of California—Health and Human Services Agency
Department of Health Services



GRAY DAVIS
Governor

September 23, 2002

Jonathan E. Fielding, M.D., M.P.H.
Health Officer
Los Angeles County Department of Health Services
313 North Figueroa Street, Room 806
Los Angeles, CA 90012

Dear Dr. Fielding:

**LETTER OF AWARD – Base Award
Food, Shelter, Incentives, Enablers (FSIE) Allotment**

FUNDING PERIOD – JULY 1, 2002 THROUGH JUNE 30, 2003

This letter is confirmation of your award of local assistance funding to support tuberculosis (TB) prevention and control activities in fiscal year (FY) 2002-03.

AWARD

Los Angeles County (LAC) will receive a local assistance Base Award of up to \$1,796,766. Use of \$413,593 of these funds is contingent on the following:

- The California Department of Health Services (CDHS) Tuberculosis Control Branch (TBCB) receives a written project plan from the LAC Tuberculosis (TB) Control Program for installation of trailers to house multi-drug resistant tuberculosis patients by September 30, 2002, and
- The CDHS TBCB approves the written plan, and
- The project is satisfactorily completed by June 30, 2003.

As a reminder, the LAC TB Control Program entered into an agreement with the CDHS TBCB several years ago to install these trailers. The CDHS TBCB authorized the use of funds via budget revisions to LAC Base Awards, however, due to administrative delays, the project was never initiated.



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www.consumerenergycenter.org/flex/index.html

2151 Berkeley Way, Room 608 Berkeley, CA 94704
(510) 540-2973

Internet Address: www.dhs.ca.gov

Additionally, Los Angeles County is awarded an allotment of up to \$317,470 for Food, Shelter, Incentives, and Enablers (FSIE) expenditures related to Priority One and Two TB control activities. Expenditures for the FSIE allotment should enhance adherence, prevent homelessness, and allow the use of less restrictive alternatives that decrease or obviate the need for detention.

Allocation of funds is contingent on the enactment of the State budget. This award is valid and enforceable only if the Budget Act of 2002 makes sufficient funds available for purposes of this program. These funds are being awarded with the understanding that your program staff will work with the California Department of Health Services (CDHS) Tuberculosis Control Branch (TBCB) staff in carrying out your CDHS-funded TB control program efforts.

MANAGING YOUR AWARD

Please carefully review the Policies and Procedures Manual for FY 2002-2003 that was included with the Request for Application (RFA) package for local assistance funds. Part II of this manual includes information on managing your Base Award funds and FSIE allotment. Reimbursement of your expenditures is contingent upon compliance with these standards and procedures.

REVISION TO POLICIES AND PROCEDURES

Summary of Revisions

Revisions to some of the policies and procedures for local assistance funds are reflected in the updated Policies and Procedures Manual. A vertical bar in the right margin indicates revised text. The revised pages are attached. Please review these revisions thoroughly. The revisions address:

Timely submission of invoices. Submission of invoices by the specified due dates is requested, and expected without additional reminders. Procedures for submission of invoices past the standard due dates will be implemented (see Manual for details). Prior permission must be obtained to submit invoices past the due date.

Use of Base Award dollars. Base Award dollars cannot be re-directed to cover expenditures for food, shelter, incentives and enablers.

Jonathan E. Fielding, M.D., M.P.H
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Updating your Policies and Procedures Manual

Use the attached pages to update your Policies and Procedures Manual. We will also send out an electronic version of the revised manual in the near future.


Replace the original page number:	With the revised page number:
3	3 – Revised 7/02
6	6 – Revised 7/02
22	22 – Revised 7/02
25	25 – Revised 7/02
26	26 – Revised 7/02

ACCEPTANCE OF YOUR AWARD

To acknowledge your acceptance of this award and the conditions attached to it, please return an original of the enclosed "Acceptance of Award" with an authorized signature to the CDHS TBCB. No further documentation of this contract is necessary. **The CDHS TBCB cannot process your invoices until we have received this document.**

Programmatic questions related to this award should be directed to your program liaison, and fiscal matters should be directed to your fiscal analyst.

Sincerely,



Elizabeth J. Stoller, M.P.H.
Assistant Branch Chief
Tuberculosis Control Branch

Enclosure

cc: See next page

Jonathan E. Fielding, M.D., M.P.H
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cc: Annette Nitta, M.D.
Tuberculosis Controller
Los Angeles County Department of Health Services
2615 South Grand Avenue, Room 507
Los Angeles, CA 90007

Mr. Michael Rodriguez
Assistant Staff Analyst
Los Angeles County Department of Health Services
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ACCEPTANCE OF AWARD

Los Angeles County Department of Health Services

FUNDING PERIOD - JULY 1, 2002 THROUGH JUNE 30, 2003

BASE AWARD \$1,796,766 (with stipulations)

FOOD, SHELTER, INCENTIVES AND ENABLERS ALLOTMENT \$317,470

I hereby accept this award. By accepting this award, I agree to the requirements as described in Policies and Procedures Manual for FY 2002-2003 and any other conditions stipulated by the California Department of Health Services, Tuberculosis Control Branch.


Authorized Signature

10/4/02
Date

Print Name

Title

C. Additional Guidelines for Local Health Jurisdictions (LHJ) Participating in the TB Indicators Project (TIP)

TIP jurisdictions should establish local assistance funding priorities that are based on TIP goals and performance objectives. Local objectives should be established that are attainable.

A list of the 19 LHJ participating in TIP for FY 2002 –2003 is located in Appendix F.

D. Additional Guidelines for LHJs not Participating in the TB Indicators Project

LHJs not participating in TIP are encouraged to review TIP goals and performance objectives (Appendix G) and consider how local assistance funding can be used to improve performance in high priority areas. In assessing performance, it may be useful to review the Report on Tuberculosis in California, 2000 (available through TBCB) that includes some LHJ-specific performance data (e.g., TB Cases by Type of Therapy Administration, TB Cases by Initial Drug Regimen).

Use of Base Award Funds

These funds must be used exclusively for TB-related activities in accordance with the requirements set forth in Part 1, Sections 3 and 4.1, pages 1 and 2. Funds may be expended to support personnel involved in TB control activities, and for the purchase of equipment and supplies directly related to achieving the objectives described in Section 4.1 above. Funds may also be expended for equipment and supplies to support public health laboratories performing mycobacteriology services. See Appendix A for a complete list of allowable expenditures.

These funds are not intended for expenditures for food, shelter, incentives and enablers. Separate funds have been set aside for these expenditures. Some jurisdictions have a designated annual allotment. Jurisdictions without an allotment may request funds for these expenditures. See Part 1, Section 5, pages 5 and 6 and Part 2, Section 3, pages 25 and 26.

Base Award Application Required Forms and Information

Applications must be completed in accordance with the instructions starting on page 10 of this manual. Your application must include a:

- Summary Budget*, a Detail Budget* and line item justifications
- Funding Matrix*
- Personnel Roster* and Designated Correctional Liaison
- Drug Free Workplace Certification*

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- These funds may also be used to provide incentives for contacts of confirmed TB cases for completion of treatment for latent TB infection.
- FSIE funds may be used to provide services that include measures to enhance adherence, prevent homelessness, and allow the use of less restrictive alternatives that decrease or obviate the need for detention.
- These funds are not intended to be used to house homeless tuberculosis patients in licensed health care facilities. The CDHS TBCB has recognized, however, that when no other facility is available there may be a need to place the patient in an acute care hospital or skilled nursing facility. The CDHS TBCB has established specific criteria for using the funds in this manner. Please refer to Section 8, page 9 below, *Reimbursement for Hospitalization with Funding Designated for Housing Homeless Tuberculosis Patients*.

5.3 Requesting Additional FSIE Funds – LHJ Receiving an Allotment

Additional FSIE funds may be granted to LHJ that exhaust their allotment and have additional expenditures for housing TB patients and suspects that meet the criteria outlined in Part 1, Section 5.2. Requests for additional funds may be made at any time once allotment funds are exhausted. The CDHS TBCB will hold these requests until all 4th quarter invoices have been submitted. Payment will be made in accordance with available remaining funds.

Instructions for requesting these funds are located on pages 25 and 26 of this manual.

5.4 Availability of FSIE Funds for LHJ with no Allotment

Funds for the provision of food, shelter, incentives and enablers in accordance with the criteria described in Part 1, Section 5.2, are also available with prior approval from the TBCB to local health jurisdictions that have not received an allotment.

To request funds, contact the TBCB program liaison assigned to your jurisdiction to discuss the need in your jurisdiction. Upon approval of your request, you may submit an invoice detailing the expenditures. Follow the invoicing instructions detailed on page 26 of this manual. Reimbursement is contingent on the availability of FSIE designated funds.

2. MANAGING YOUR BASE AWARD

2.1 REIMBURSEMENT FOR BASE AWARD EXPENDITURES

A. Submitting Base Award Invoices

Note: No invoices will be processed for the new fiscal year if there are outstanding invoices from the previous year.

- 1 To facilitate timely reimbursement, use the sample invoice and include:
 - Award period
 - Billing period
 - Total amount to be reimbursed
 - Amount to be reimbursed by line item
 - Contractual line item expenditures detailed on a separate page.
 - For equipment expenditures, attach evidence of purchase, e.g. official county purchase order, and a brief description of the item(s) purchased. When possible, include make and model number.
 - In the Supplies line item, expenditures for anti-TB medications must be listed as a separate item e.g., anti-TB medications \$500
 - Personnel and other line item expenditures for Priority 3 activities must be listed separately.
- 2 Submit a signed original invoice on the Contractor's letterhead. The official signature(s) must be in blue ink.

3 Invoice Due Dates

<u>Quarter</u>	<u>Period Covered</u>	<u>Due Date</u>
First	July 1 through September 30	November 15
Second	October 1 through December 31	February 15
Third	January 1 through March 31	May 15
Fourth	April 1 through June 30	August 15

UNSPENT FEDERAL DOLLARS WILL BE DISENCUMBERED MARCH 1ST, 2003 AND SEPTEMBER 1, 2003.

4 Extensions

If an invoice will not be postmarked by the due date, the LHJ is required to contact their assigned fiscal analyst to request an extension. Extensions may be granted for up to two weeks past the invoice due date by telephone. Requests for longer extensions must be submitted in writing (letter, fax or e-mail) by the invoice due date. Requests for longer extensions may not be granted if fiscal closeout will be delayed.

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3. REIMBURSEMENT FOR FOOD, SHELTER, INCENTIVES AND ENABLERS (FSIE)

3.1 Submitting Invoices for Reimbursement from an FSIE Allotment

1. To facilitate timely reimbursement, use the sample invoice (Appendix B), and include the following information:
 - Total amount to be reimbursed
 - Amount to be reimbursed by line item
 - Shelter: By patient, include the RVCT and/or suspect ID number, location, cost per day, number of days and total cost
 - Food items, meals, incentives, enablers: Itemize and cross-foot, e.g., 20 personal hygiene kits @ \$3.50, total \$70; 100 bus vouchers @ \$1.00, total \$100; 50 McDonald's coupons @ \$3.00, total \$150.

Note: It is not necessary to submit evidence of purchase for food, shelter, incentives and enablers; however, you are required to maintain documentation of these expenditures.

2. Submit a signed original invoice on the Contractor's letterhead. The official signature(s) must be in blue ink.

3 FSIE Invoice Due Dates

Invoices should be submitted quarterly on the same schedule as Base Award invoices listed on page 22 of this manual.

Important: 4th quarter invoices are due 45 days following the end of the quarter (August 15 for the 4th quarter). If you cannot meet this deadline, contact your assigned CDHS TBCB Fiscal Analyst to get approval for an extension. Extensions will be granted through August 31. CDHS TBCB will be reviewing the balance of unexpended FSIE funds and re-distributing these funds to LHJ requesting additional funds. By submitting an invoice after August 31, you may not receive full payment of your invoiced amount.

3.2 Submitting an Invoice for Reimbursement of FSIE Expenses for LHJ with No Allotment

Funds for the provision of food, shelter, incentives and enablers in accordance with the criteria described in Part 1, Section 5.2, pages 5 and 6, are also available with prior approval from the TBCB to local health jurisdictions that have not received an allotment.

- 1 Receive approval for the request: contact your assigned CDHS TBCB program liaison to discuss your request.

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2. Upon approval to submit your request, use the sample invoice provided with this manual, and include the information described in Part 2, Section 3.1, page 25 of this manual, as appropriate.
3. Reimbursement is for expenditures made in arrears. Do not include projected expenses on your invoice.

Note Reimbursement is contingent on sufficient FSIE funds being available

3.3 Requesting Additional FSIE Funds – LHJ with Designated Allotments

- If an LHJ becomes aware that their allotment is exhausted before the end of a quarter the LHJ should notify their CDHS TBCB fiscal analyst in writing that an additional invoice(s) will be submitted.

Invoices for additional funds should be submitted on the same quarterly schedule as described on page 22 of this manual and in the same format as the FSIE invoices described on page 25.

A separate invoice should be submitted for any amount over the amount of the original allotment. Example: your allotment is for \$20,000. In the 3rd quarter you exceed your allotment and want to request additional funds. Two invoices should be submitted for the 3rd quarter. One invoice should zero out the balance of the allotment. The 2nd invoice should include additional expenditures within the quarter.

The closing date for submitting invoices with expenditures above an LHJ's FSIE allotment is August 31 of the fiscal year following the award period (e.g. August 30, 2003 for the award period of July 1, 2002 – June 30, 2003). Invoices postmarked after August 31 will not be considered for reimbursement unless the LHJ has received approval from their assigned CDHS TBCB fiscal analyst.

Payment is contingent on the availability of adequate funds remaining after all 4th quarter FSIE allotment invoices have been paid.